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ABSTRACT

The definition of public documents includes non-print as well as print materials. More and more, non-print methods of communication (for example: films; filmstrips, slides) are being used as effective disseminators of information in and about state government. Such information, as with traditional print material, is of importance to the citizens of the state and thus must be accessible to the public. The Commission, however, recognizes that these public documents cannot be distributed in the same manner as conventional printed materials. Costs of duplication, reproduction, and storage present problems which require special consideration. Suggestions for deposit and disposition of these non-print documents have been included in the Proposals for Action (Chapter 4) recommendation No. 5 which outlines the clearinghouse/depository system. The problem of publication and distribution of the documents of local governments is not dealt with in this report. The Commission recognizes the importance of these documents and urges that further study be given to the problem. The Commission is also concerned about the extent of information duplication in the publications of state agencies. However, time and the complexities involved in determining whether or not such duplication actually exists precluded pursuing this problem. (See also LI 004 144 and LI 004 150) (Author/NH)

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ED 072790

report

of the

INTERIM PUBLIC DOCUMENTS STUDY COMMISSION

Bob Carmack (Director, University of South Dakota libraries)
Chairman

to the

48th session of the

South Dakota Legsialtive Assembly

authorization for this report:
Senate Bill 246, Chapter 118, 1972 Session Laws

Pierre, South Dakota 57501
Interim Public Documents Study Commission
November 1972

LI 004 143

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INTRODUCTION

Senate Bill 246 of the 47th Legislative Assembly of the State of South Dakota established an Interim Public Documents Study Commission (Appendix I). The Commission was charged with the task of initiating and completing a comprehensive study of all phases of publication and distribution of public documents at all levels of state government and including the legislative, executive, and judicial branches.

As used in this report, "public documents"

> shall include all multiply-produced media, regardless of format or purpose, supported wholly or in part by public funds, for distribution by any state agency, with the exception of correspondence, interoffice and intra-office memoranda. "Media" is defined as printed or audiovisual forms of communication and their accompanying technology.

"State public funds," according to SDCL 4-4-2, include

> "cash, checks, bills, notes, drafts, stocks, bonds, and all similar mediums of exchange which are received or disbursed under law by a department, institution, commission, or any other agency of state government."

A "state agency"

> includes, but is not limited to, the legislature, constitutional officers, and any department, division, bureau, board, commission, committee, or agency of the State of South Dakota.

The definition of public documents includes non-print as well as print materials. More and more, non-print methods of communication (for example: films, filmstrips, slides) are being used as effective disseminators of information in and about state government. Such information, as with traditional print material, is of importance to the citizens of the state and thus must

be accessible to the public. The Commission, however, recognizes that these public documents cannot be distributed in the same manner as conventional printed materials. Costs of duplication, reproduction, and storage present problems which require special consideration. Suggestions for deposit and disposition of these non-print documents have been included in the Proposals for Action (Chapter 4) recommendation #5 which outlines the clearinghouse/ depository system.

The problem of publication and distribution of the documents of local governments is not dealt with in this report. The Commission recognizes the importance of these documents and urges that further study be given to the problem. The Commission is also concerned about the extent of information duplication in the publications of state agencies. However, time and the complexities involved in determining whether or not such duplication actually exists precluded pursuing this problem. This, too, should be the subject of further study.

The Study Commission also recognized the need for a state archive to act as a depository for archival records. The Commission both by concept and by the definition given in SDCL 1-27-9 did not consider "records" to be "public documents" and thus did not consider them in the deliberations. However, the nature of the discussions was such that frequent references were made to record preservation programs and ensuring availability. The Department of History is now performing this service on a limited basis, but it lacks sufficient funds, staff, and space to carry on a really effective program. The establishment of a permanent state archive should be considered by the appropriate legislative committees.

The printing of public documents, on the one hand, and their distribution, on the other, suggested a perfect dividion of labor for the Study Commission. Early in the deliberations of the Commission, a Task Force on Printing and

Bibliographic Control and a Task Force on Distribution were formed. At the conclusion of this report, recommendations based upon information compiled by each Task Force are included. The narrative report was written by Bob Carmack, Chairman of the Commission.

Miss Dora Ann Jones, in addition to her contributions as a member of the Commission, served admirably and capably in the capacity of Secretary.

The Commission wishes to express appreciation to John Hagemann, Law Librarian at the University of South Dakota, Vermillion, and his staff for their help in providing background information for the study. The members of the Commission gratefully acknowledge the financial and moral support of their respective administrations.

The bill creating the Commission was signed into law by Governor Richard Kneip on February 9, 1972. Meetings were held in Pierre at the State Capitol on these dates:

May 5, 1972
June 16, 1972
September 15, 1972
October 6, 1972
October 26 and 27
November 13, 1972
December 14, 15, and 16

The meeting of December 15 was a public hearing. A transcript of the hearing is being prepared by the Chairman.

Bob Carmack, Chairman

(Director of Libraries, University of South Dakota, Vermillion)

December 1972

CHAPTER 1: Philosophy

More and more, legislators, librarians, and other concerned citizens are becoming aware of and interested in the publications of state government. Legislators are concerned for fiscal as well as political reasons, while librarians are finding their ability to serve their clientele impaired by incomplete files of documents and faulty systems of collecting, disseminating, and making known the availability of state publications. Citizens are becoming interested in government and are exercising a basic right to know.

This resurgence of interest in the publishing and distribution of state publications has been evidenced by a number of studies, on the state level, of the problem. Recent studies have been completed in the states of Indiana and Nebraska. The Nebraska study has resulted in the establishment of a clearinghouse system for the collection and dissemination of Nebraska public documents. In addition, the state of Florida has just completed a study of the cost of printing public documents in Florida. A resulting Florida law now requires that each document printed with public funds display a statement indicating the cost of producing and distributing the document. Further interest in the problem of public documents, both on the state and federal levels, was evidenced at the 1972 annual summer conference of the American Library Association in Chicago when programs sponsored by the Government Documents Round Table were given to overflow crowds of interested librarians. The program theme, "Documents to the people," somewhat underscores the approach this Commission has taken in its deliberations.

Free and ready access to public documents produced at public expense is ideally one of the rights of citizenship. To effect this ideal, public documents must be promptly printed, widely disseminated, systematically collected and preserved, and made available to the public. The state of

South Dakota, at present, prints and distributes a wide variety of publications. However, no central record of what has been published has ever been maintained. No one library or division of the government has complete files of what has been or is now being published. Libraries, to say nothing of individual citizens, have great difficulty in learning what has been and what is being published. Variations of title, format, frequency, numbering, and the absence of publisher and date of publication are frequent defects which complicate the orderly collection and preservation of these publications. Frequent changes of personnel, reversals of policy, and insufficient funding within the agencies combine to impair both continuity of publication and effectiveness of dissemination and preservation. The Interim Public Documents Study Commission feels that these deficiencies can be corrected through some degree of standardization in the publication of state documents and in the establishment of a system of depository libraries.

Creation of a clearinghouse/depository system would provide an invaluable service to the State and its citizens. Such a system would permit the collection of public documents at a central point and make possible statewide distribution via a network of strategically-located information centers. The central collection would provide a permanent record of the publications of state government. A periodic checklist or bibliography of state publications would keep librarians and the general public informed of new titles. This checklist coupled with the actual distribution of documents through a system of depository libraries would make "free access" to South Dakota state documents a reality.

CHAPTER 2: Public Documents in Other States

Concern about the printing and distribution of public documents is by no means unique to South Dakota. A survey of the library literature reveals a continuing interest on the part of librarians in finding an effective resolution to the problem of collecting, preserving, and disseminating public documents. Further, a search of the statutes of all the states shows a wide variation in regulations regarding the control and distribution of these documents. Laws regarding printing and distribution of public documents are scattered throughout these statutes. The indexes to these state codes of law have not been designed to lead the searcher to all sources of information on printing and distribution.

South Dakota Compiled Laws can be used as an example. References to printing and/or distribution of public documents can be found in sections 1-26-9, 1-26-12, 1-28, 2-13, 5-23, and 14-1, to name a few. Regulations concerning reports can be found in the enabling legislation of at least forty-one individual agencies in addition to the general rules found in 1-28. Authorization to publish documents other than reports is also expressly given to some agencies. In addition, many departments, boards, and commissions have special regulations concerning the printing and distribution of their publications.[1]

The statutory regulations for deposit and distribution of public documents vary from state to state. According to the study of public documents conducted by the State of Indiana, the State Library plays a most important role in the deposit and distribution of public documents (Appendix II). In thirty-five of the states, the State Library is responsible for maintaining an official file of public documents, while in thirty of the states, this same agency is wholly or jointly responsible for their distribution.

This survey further found that in thirty-nine of the states the issuing agency has primary responsibility for supplying copies of their publications to the appropriate distributing agency (Appendix II).[2] While only five of the states, according to the Indiana report, are required by law to publish a checklist of public documents, a recent publication of the Council of State Governments revealed that South Dakota is one of only four states which does not publish a checklist.[3]

The distribution of public documents in other states, as reported in the Indiana study, is shown in Appendix III. It is interesting to note that only two states indicate that they supply documents solely upon request.

The organization of document collections in other states is detailed in Appendix IV. A more limited survey of the handling of public documents in South Dakota and neighboring state institutions of higher learning done by a subcommittee of the Commission revealed an interesting departure from the classification systems employed by the state libraries cited in Appendix IV. In the subcommittee survey, sixteen of the thirty-eight reporting college and university libraries classified their publications using the Library of Congress system and nine used the Dewey Decimal System. This compares with the state library classification practice which showed that only two of the state libraries used the Library of Congress Classification system, while fifteen used the Dewey Decimal Classification system or a modification thereof.

Footnotes

1. South Dakota, South Dakota Compiled Laws, 1967 and 1972 pocket supplement (Indianapolis, Allen Smith Company, 1969).

2. Genevieve M. Casey and Edith Phillips, Management and the Use of State Documents ("Indiana Library Studies," Report No. 17; Indianapolis, 1970).

3. Council of State Governments, Current Checklists of State Publications (Lexington, Ky.: Council of State Governments, 1972).

CHAPTER 3: Printing and Distribution of Public Documents in South Dakota[1]

The Director of Purchasing and Printing in SDCL 5-23-22 is specifically charged with the general supervision and direction of all printing in the State of South Dakota. All materials to be printed are to be submitted to the Director who then advertises and awards the bids. SDCL 5-23-22 also authorizes the Director to determine the makeup and physical format unless otherwise prescribed by law. The editing and contents of documents, with the exception of official reports is determined by the originating department in compliance with existing laws. In the case of official reports, SDCL 1-28-10 gives the Director authority to consolidate and condense the contents as well as to determine the manner of reproduction and binding.

Not all printing, however, is placed on bid. The Central Printing Facility prints public documents, but is generally restricted to publications of 20,000 impressions or less. The printing of public documents constitutes about 50 per cent of the output of this facility. Additional printing of public documents done without bid and over which the Director has little, if any, control is that which is produced by copiers, mimeographs, and spirit duplicators which abound throughout the state government offices.

Prior to the establishment of the Office of Purchasing and Printing, the number of copies of publications was largely determined by law. With the establishment of the Office, the Director was given the authority to modify department estimates.[2] This made it possible to control the number of copies printed. In 1971, the legislature amended the laws concerning the specific number of state agency reports to be printed. SDCL 1-28-11 now authorizes the Director to determine the number to be printed.

Control and estimates of the quantity of public printing is difficult. In an attempt to determine the quantity of printing, as well as the distri-

bution, the Commission conducted a survey of all 169 agencies of South Dakota state government. Eighty-six responses were received. From this survey, it was impossible to determine the number of publications originating in the responding agencies, the number printed for distribution either through statutory requirement or by individual request, or the frequency of publication. The Office of Director of Purchasing and Printing estimated that some $1,302,929 was expended for all forms of public printing during the fiscal year 1971-72 by the State of South Dakota (Appendix V).

The Commission feels that the quantity and quality control of public documents is one of the serious problems of state publishing and printing. Some of the problems of quality control are these: use of all possible methods of printing, from spirit duplicators and copiers to letterpress; inconsistency in providing bibliographic information; and poor layout and general publications design (the latter because of lack of professional expertise in most agencies). Overprinting is the major concern in quantity control.

The magnitude of publishing and printing is now such that fuller implementation of the existing statutes by the Director of Purchasing and Printing is necessary. Consideration should be given to the appointment of at lease one additional staff member to the Division of Purchasing and Printing. This person would serve not only to implement laws but also in an advisory capacity to all state agencies in matters pertaining to printing. Such a person should have requisite experience in both the design and commercial aspects of the printing industry. The Commission feels that funding of such a position would be a significant step forward in the publication of documents by the State of South Dakota.

It should be made clear, however, that the Commission is not advocating censorship in any form by the Division of Purchasing and Printing, nor is it attempting to stifle creativity. The intent is to bring about product coordination with resulting economies of printing and distribution as prescribed by law.

The distribution of public documents in South Dakota, while primarily prescribed by law, is somewhat confusing. Section 5-23-27 of SDCL says that the Director of Purchasing and Printing shall supervise and control the distribution of publications of all kinds issued by the state and the departments and agencies thereof, unless otherwise prescribed by law. In the case of agency reports, section 1-28-14 directs the Secretary of State to transmit one copy of each report to the state library of each state, one copy to each public and institutional library in South Dakota, and one copy to the Library of Congress. Further, Section 14-1-17 states that the various departments and boards shall provide copies of their reports and publications to the Legislative Division of the State Library Commission, and two copies for the University of South Dakota library, and two copies to the Library of Congress. In the same statute, the Secretary of State is directed to supply the State Library Commission and the University of South Dakota Law Library with a complete set of the statutes and session laws of the state and the reports of the Supreme Court. In addition, some of the boards, agencies, and departments have specific regulations written into law governing the distribution of their publications. Many of the publications of departments which are not required by law are disseminated through departmental mailing lists. Individual requests are handled by the department issuing the publications.

There is no effective clearinghouse or depository system for the collection, preservation, and dissemination of public documents in the state. As mentioned earlier, SDCL requires that two copies of all state publications be deposited with the Legislative Division of the State Library Commission, the University of South Dakota library, and the Library of Congress, and that the Secretary of State forward copies of documents to all public and institutional libraries in the state. Adherence to these laws should,

in effect, create a depository system, but in actual practice this is not the case. Unawareness of the law, staff turnover, policy changes, and a lack of understanding of what constitutes a public document, to name a few, have led to incomplete files of documents in these libraries. Though a prerequisite for efficient management of state publications, there is no current, accurate checklist of public documents. Despite the fact that the Secretary of State distributes public documents and that the State Historical Society/ Department of History and the State Library Commission have extensive collections of public documents, accurate and complete records are not available. Many of the departments which issue publications do not have records of their own documents.

The most complete listing of state publicaitons in South Dakota is that compiled by Ruth Krueger published in 1936 as a Master's thesis.[3] However, it covers material only to 1935. This bibliography has been updated to 1968 by Mrs. Estella Helgeson, a member of the Commission.[4] Mrs. Helgeson is currently merging her bibliography with the Krueger one and bringing both up to date. Consideration should be given to funding this forthcoming publication with state monies. This would be a valuable base for the beginning of a state publications checklist.

Footnotes

1. See Estella Helgeson, "South Dakota State Documents," South Dakota Library Bulletin, LV (April-June, 1969), pp. 51-108 for full discussion of documents in South Dakota.

2. South Dakota, Session Laws of South Dakota, 1925, c. 115, art. 5.

3. Ruth Caroline Krueger, "South Dakota State Publications" (unpublished M.A. thesis, University of Illinois, 1936).

4. Helgeson, op. cit.

CHAPTER 4: Proposals for Action

1. The Commission endorses the basic right of citizens to have free and unfettered access to public documents and urges that principles be established and adopted guaranteeing this "right to know."

2. The Commission recommends the adoption of minimum bibliographic standards to be used on all public documents. The Commission has written a manual of guidelines for printing and publishing, which is appended, and urges that it be adopted on a statewide basis (Appendix VI).

3. The Commission urges the use of microforms where practical, both in the distribution and in the preservation of public documents.

4. The Commission recommends that the Legislative Research Council review all laws in SDCL pertaining to printing and distribution of public documents for the purposes of:

a. Incorporating these laws into one chapter of SDCL.

b. Providing and guaranteeing accessibility to public documents for all citizens.

5. The Commission recommends that the State Library Commission be designated as a clearinghouse for public documents and that a aystem of depositories be established as follows:

a. Two complete depositories should be established in the state of South Dakota: one in the State Library Commission in Pierre, and one in the University of South Dakota library in Vermillion.

b. Partial depositories also should be established as designated by the Director-Secretary of the State Library Commission:

(1) Libraries of state institutions of higher education, private college libraries, public libraries, school libraries, special libraries, and libraries of the departments of state government may apply for partial depository

status.

(2) Depository libraries must provide necessary equipment and facilities for use. Such libraries must offer all citizens free access to public documents.

c. The Director-Secretary of the State Library Commission is authorized to designate partial depository libraries and to establish regulations, and to grant or refuse such status on the basis of public convenience or necessity.

d. The State Library Commission will maintain a record of all designated partial depository libraries. It will maintain mailing lists for each type of publication and will distribute these publications regularly to the depository libraries.

e. With the exception of non-print materials, the State Library Commission will deliver two copies of each publication to the University of South Dakota library in Vermillion, and two copies to the Library of Congress in Washington, D. C. One copy will be sent to Records Management in Pierre to be reproduced in microform.

(1) Records Management will prepare and deliver the microform master copy to the State Library Commission.

(2) The State Library Commission will duplicate and distribute to depository libraries one microform copy of each publication requested. Publications of less than ten pages will not be prepared in microform.

(3) Complete volumes of periodicals will be prepared in microform in lieu of binding, and distribution to depository libraries will be made annually.

f. The Director-Secretary will maintain and disseminate a record

of all non-print (i.e.: audiovisual) public documents.

(1) At the time of publication of a non-print public document, the issuing agency will forward to the State Library Commission a description of the document, including format, and its location.

(2) The State Library Commission will disseminate information concerning the location, description and availability of non-print documents in the periodic checklist published by the State Library Commission. Each document will have a document identification number.

(3) Libraries, agencies, or interested parties requesting permanent copies of non-print public documents must pay the cost of reproduction.

(4) Regulations concerning the lending and reproduction of non-print documents shall be determined by the Director-Secretary in consultation with the issuing agencies.

(5) The Director-Secretary may promulgate such rules and regulations as are necessary and appropriate for handling non-print public documents.

g. The State Library Commission will prepare, publish, and distribute a monthly checklist of South Dakota publications with annual cumulations.

h. Immediately upon publication, each state agency will deliver to the State Library Commission the number of copies of its public documents necessary for distribution to the depositories.

i. It is estimated that, at a minimum, one professional librarian and two classified personnel be added to the staff of the

State Library Commission. Administration of the public documents clearinghouse would be the prime responsibility of these new staff members.

j. The Director-Secretary of the State Library Commission will be responsible for promulgating the necessary rules and regulations for the total operation of the clearinghouse/depository system.

6. The Commission recommends that appropriate funding be provided to implement the clearinghouse/depository system. This funding would be in addition to existing appropriations and would be expended for new staff and operating costs.

7. The Commission recommends and urges the Director of Purchasing and Printing to implement more fully the statutes governing the printing and distribution of public documents, including standards of quality and quantity as prescribed by law.

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Appendix I: Senate bill 246

LIBRARIES

CHAPTER 118

(S.B. 246)

ESTABLISHING PUBLIC DOCUMENTS STUDY COMMISSION

AN ACT Entitled, An Act to establish an interim public documents study commission.

Be It Enacted by the Legislature of the State of South Dakota:

Section 1. Since free access to public documents of the state of South Dakota and its political subdivisions produced at tax expense is one of the rights of citizenship, and since no uniform system of distribution of these documents to libraries in the state is either mandated by law or practiced without legal authority, and since such a system of public document depository libraries is beneficial and essential to the right of every citizen to free access to public information, there is hereby created an interim public documents study commission.

Section 2. The commission shall be composed of the following public officials or their designates: director, university of South Dakota library, who shall be its chairman; director-secretary, state library commission; Supreme Court reporter; director, legislative research council; director, division of purchasing and printing; secretary of state; director, records management; director of policy information (crime and juvenile delinquency information center); director, central data processing division; supervisor, central printing facility; superintendent of public instruction; two school librarians to be selected by the superintendent of public instruction; commissioner of higher education; director, state historical society and representatives of the federal document depository libraries being directors thereof at: South Dakota state university, northern state college, South Dakota school of mines and technology, augustana college, black hills state college, yankton college, Rapid City public library and Sioux Falls public library.

Section 3. The commission shall initiate and complete a comprehensive study of all phases of publication and distribution of public documents on all levels of state government and including the legislative, executive and judicial branches. Such study and recommendations shall be submitted to the appropriate standing committees of the state legislature before the forty-eighth session convenes.

Approved February 9, 1972.

Appendix II: Legal structure for deposit & distribution of state documents

State	Agency Respon - sible for Distribution	Agency Respon- sible for Official File	Number of Copies Specified	Who Specifies Number of Copies?	Agency Respon- sible for Supplying	Does Law Require Checklist?	Does Law Provide Ap- propriation?
Alabama	Dept. of Archives & History	Dept. of Archives & History	250	Statute	State Printer & Issuing Agency	no	no
Alaska	Legislative Council for Laws	State Histori- cal Library & Museum	---	---	Dept. of Administration	no	no
Arizona	State Library	State Library	Those Needed for Exchange	State Library	Secy of State & Issuing Agencies	no	no
Arkansas	State Hist. Comm. & Univ. of Ark. (Secy. of State - laws)	University of Arkansas	60 to His- torical Comm. 20 to Univ. of Arkansas	Statute	Issuing	no	Secy. State directed bud- get for dist. of Laws
California	State Printer and State Library	(State Lib. does without authority)	50 to State Lib, 200 to Depos- itory Libs.	State	State Printer & Issuing Agency	no	no
Colorado	Supreme Court Library - Laws	State Archives	300 to Supreme Court Library	Statute	Issuing Agency	no	no
Connecticut	State Library	State Library	125 Legisla- tive Journals 500 Statutes 1 Committee Hearings	Statute	Issuing Agency	no	no
Delaware	Legis. Refer. Bureau, Secy. of State for Session Laws	Public Archives Commission	---	Legis. Reference Bureau	---	no	no
Florida	State Library	State Library	2 - 25	Statute and State Library	Issuing Agency	no	no

This Appendix taken from Genevieve M. Casey and Edith Phillips, Management and the Use of State Documents("Indiana Library Studies," Report No. 17; Indianapolis, 1970).

Appendix II (continued)

State	Agency Responsible for Distribution	Agency Responsible for Official File	Number of Copies Specified	Who Specifies Number of Copies?	Agency Responsible for Supplying	Does Law Require Checklist?	Does Law Provide Appropriation?
Georgia	State Library	State Library	65 minimum	Statute & State Library	Issuing Agency	no	no
Hawaii	Not Given	State Library	50	Statute	Issuing Agency	no	no
Idaho	State Lib. (State Law Lib. for Supreme Court Reports)	State Historical Society	---	Issuing Agency	Issuing Agency	no	no
Illinois	State Library	(State Lib. without authority)	25 of non-priced 2 of priced and more as needed	State Library	Issuing Agency	yes	$20,000 to Secy. of State for Administration
Indiana	State Library	State Library	300	Statute	Bd. of Public Printing Secy. of State for Court Reports	no	no
Iowa	Superintendent of Printing	State Law Library	1 - 100 according to document	Statute	Superintendent of Printing	no	no
Kansas	State Library & State Historical Soc. (State Printer to Univs.)	Public Records	35 Maximum to State Lib. 30 to State Historical Society	State	State Printer	no	no
Kentucky	Archives and Records	Archives & Records	---	Archives & Records	Issuing Agency	no	no
Louisiana	Recorder of Documents	State Library	2 for each Depository	Recorder	Issuing Agency	yes	no

Appendix II (continued)

State	Agency Responsible for Distribution	Agency Responsible for Official File	Number of Copies Specified	Who Specifies Number of Copies?	Agency Responsible for Supplying	Does Law Require Checklist?	Does Law Provide Appropriation?
Maine	State Library	State Library	80 State Dept. Reports, 10 of all others	Statute	State Printer	no	no
Maryland	State Library	State Library	1 copy, more on request	Statute plus State Library	Issuing Agency	no	State pays contract price for Md. Reports
Massachusetts	State Library	State Library	100 of Laws, 10 of reports & Journals	Statute plus Issuing Agency	Issuing Agency	no	no
Michigan	State Library	State Library	---	State Librarian	Issuing Agency	no	no
Minnesota	State Law Library	State Historical Society	2 plus additional copies for exchange	Statute & State Librarian	Issuing Agency	no	no
Mississippi	Secy. of State	State Historical Society	60	Statute	Issuing Agency	no	no
Missouri	Secy. of State for Laws	State Library	2	Statute	Issuing Agency	no	no
Montana	State Historical Lib. (Senate & House Journals & Session Laws)	State Library	60	Statute	Issuing Agency	no	no
* Nebraska	State Library	State Library	100	Statute	Issuing Agency	no	No, Statute states "Donate to State Lib.
Nevada	State Historical Society	State Library	60	Statute	Issuing Agency	no	no

* Nebraska Publications Clearinghouse (a division of Nebr. Library Commission) established by 1972 law.

Appendix II (continued)

State	Agency Responsible for Distribution	Agency Responsible for Official File	Number of Copies Specified	Who Specifies Number of Copies?	Agency Responsible for Supplying	Does Law Require Checklist?	Does Law Provide Appropriation?
New Hampshire	Issuing Agency	State Library	3	Statute	Issuing Agency	no	no
New Jersey	State Library	State Library	75 mechanically produced 1 of others	Statute	Issuing Agency	no	no
New Mexico	Supreme Court Law Library - laws	Supreme Court Law Library	3	Statute	Issuing Agency	no	no
New York	State Library	State Library	200 journals 100 documents 5 bills	Statute	Issuing Agency	no	no
North Carolina	Secy. of State and Issuing Agency	State Library	5	Statute	Issuing	no	"at the State's expense"
North Dakota	Secy. of State	State Library	1	Statute	Secy. of State	no	no
Ohio	State Library	State Library	150	Statute	Issuing Agency	no	no
Oklahoma	State Library	State Library	100, 10 laws 3 rules and regulations	Statute	Issuing Agency	no	no
Oregon	State Library	State Library	25 Technical Pubs. 75 All others, 50 bills, 125 Legislative Committee Reports	Statute State Librarian and Issuing Agency	Bureau of Publications	no	For distribution laws and journals

Appendix II (continued)

State	Agency Responsible for Distribution	Agency Responsible for Official File	Number of Copies Specified	Who Specified Number of Copies?	Agency Responsible for Supplying	Does Law Require Checklist?	Does Law Provide Appropriation?
Pennsylvania	State Library	State Library	At least 50	Statute	Bureau of Publications	no	no
Rhode Island	State Library	State Library	Sufficient number to Exchange	State Librarian	Issuing Agency	no	no
South Carolina	State Library	State Library	Sufficient Copies	Statute	Clerks of Senate & House	no	no
*South Dakota	Secretary of State	State Department of History	---	Governor	Issuing Agency	no	no
Tennessee	State Library	State Library	60	Statute	Issuing Agency	yes	Depository copies, expense of State
Texas	State Library	State Library	150 Annual & Biennial, special reports, 75 Legislative Journs. 150 all other	Statute	State Printer & Issuing Agency	yes	no
Utah	State Library	State Library	Sufficient Copies	State Librarian	Issuing Agency	no	no
Vermont	State Library	State Library	100 - unless State Librarian specifies differently	Statute and State Library	State Printer and Issuing Agency	no	no
Virginia	State Library and Director of Dept. of Purchases	State Library	2 to 10 and additional if necessary	Statute and State Library	State Printer and Issuing Agency	no	no

* South Dakota entry misleading. There is no system of depositories at present.

Appendix II (continued)

State	Agency Responsible for Distribution	Agency Responsible for Official File	Number of Copies Specified	Who Specifies Number of Copies?	Agency Responsible for Supplying	Does Law Require Checklist?	Does Law Provide Appropriation?
Washington	State Library (State Law Library for law, legislative Journs.)	State Library	125 of Printed Documents 3 of Others	Statute and State Library	Public Printer	no	no
West Virginia	Dept. of Archives & History	Dept. of Archives & History	Sufficient Copies	Dept. of Archives and History	Issuing Agency	no	no
Wisconsin	Division for Library Services	State Historical Society	3 Historical Society 1 Divn. for Lib. Services & copies needed for depository libraries	Division for Library Services	Issuing Agency	yes	"published at expense of State"
Wyoming	State Library (Secy. of State for statutes & digests)	State Library	100 Statutes & Digests 150 reports, 4 others	Statute	State Printer Secy. of State, Issuing Agency	no	no

State	To Other States		To All Public Libraries		To Key Public Libraries		To All Academic Libraries		To Key Academic Libraries		On Request Only	Who Makes Selection
	S[1]	A[2]	S	A	S	A	S	A	S	A		
Arizona	X				X				X			Documents Librarian
California		X		X		X				X		
Connecticut	X		X				X					Receiving Library
Delaware											X	
Florida					X				X			Statute
Georgia	X		X				X					Issuing Agency
Idaho					X				X			Issuing Agency
Illinois	X					X				X		Documents Librarian
Indiana	X		X			X			X	X		
Kansas	X										X To Other Libraries	Receiving Library

[1] Selection of Documents Produced

[2] All Documents Produced

This Appendix taken from Genevieve M. Casey and Edith Phillips, Management and the Use of State Documents ("Indiana Library Studies," Report No. 17; Indianapolis, 1970).

Appendix III (continued)

State	To Other States		To All Public Libraries		To Key Public Libraries		To All Academic Libraries		To Key Academic Libraries		On Request Only	Who Makes Selection
	S	A	S	A	S	A	S	A	S	A		
Kentucky					X							Reference Librarian
Louisiana					X	X			X	X		Receiving Library
Maryland			X				X					
Massachusetts	X				X				X			Receiving Library
Michigan	X		X				X			X		Receiving Library
Minnesota	X					X				X		Documents Librarian
* Nebraska	X											Receiving Library
Nevada		X	X			X		X				Issuing Agency
New Jersey	X					X		X				Documents Librarian
New York	X				X		X				X To Other Libraries	Receiving Library
Ohio	X		X				X				X To Other Libraries	
Oregon	X					X		X				Receiving Library

* Distribution by Nebraska Publications Clearinghouse as per 1972 law.

Appendix III (continued)

	To Other States		To All Public Libraries		To Key Public Libraries		To All Academic Libraries		To Key Academic Libraries		On Request Only	Who Makes Selection
	S	A	S	A	S	A	S	A	S	A		
Pennsylvania	X		X		X						X Gift and Exchange Libraries	
Rhode Island	X		X			X	X			X		Receiving Library
Texas	X		X			X	X			X		Documents Librarian & Receiving Lib.
Utah		X	X			X		X				Documents Librarian
Virginia	X									X		Receiving Library
Washington	X				X	X				X	X To Other Libraries	Documents Librarian
West Virginia										X		
Wisconsin					X				X			Reference Librarian
Wyoming											X	Receiving Library

Appendix IV: Organization of documents within state libraries

	Classification Scheme	Catalog Code	Subject Headings	Cards for Documents in Public Catalog	Separate Documents Catalog
Arizona	DDC	ALA/LC	L.C.	yes - all	card
California	special	special key-word in agency name	L.C.	no	card checklist
Connecticut	---	ALA/LC	L.C.	selected ones	card
Delaware	---	ALA/LC	L.C.	no	quarterly bibliography
Florida	DDC	ALA/LC	---	selected ones	card
Georgia	DDC modified	ALA/LC	L.C.	yes - all	card
Idaho	DDC	ALA/LC	L.C.	selected ones	no
Illinois	DDC	ALA/LC	L.C.	yes - all	card
Indiana	DDC modified	ALA/LC	L.C.	yes - all	no
Iowa	DDC	ALA/LC	L.C.	selected ones	no
Kansas	DDC	ALA/LC	L.C.	yes - all	card
Kentucky	Reader's Guide headings	---	---	no	no
Louisiana	DDC	ALA/LC	L.C.	selected ones	no

This Appendix taken from Genevieve M. Casey and Edith Phillips, Management and the Use of State Documents ("Indiana Library Studies," Report No. 17; Indianapolis, 1970).

Appendix IV (continued)

State	Classification Scheme	Catalog Code	Subject Headings	Cards for Documents in Public Catalog	Separate Documents Catalog
Maryland	special code	---	---	yes - all	card
Massachusetts	DDC	---	L.C.	yes - all	---
Michigan	special scheme	ALA/LC	L.C.	selected ones	book
Minnesota	L.C.	ALA/LC	L.C.	yes - all	card
Mississippi	special scheme	ALA/LC	L.C.	no	no
Missouri	special scheme	ALA/LC	L.C.	no	no
Nebraska	---	special alphabet by Dept.	Sears	selected ones	book & card
Nevada	special scheme	ALA/LC	L.C.	not yet in practice	book & card
New Hampshire	DDC	ALA/LC	L.C.	yes - all	no
New Jersey	special scheme	ALA/LC	L.C.	yes - all	no
New York	not classified arr. by agency	AAC/LC	L.C.	yes - all	no
North Carolina	special scheme	ALA/LC	L.C.	yes - all	card
Ohio	special scheme	special code	L.C.	no	no
Oregon	DDC	ALA/LC	L.C.	yes - all	no
Pennsylvania	special scheme	ALA/LC	L.C.	yes - all	card

Appendix IV (continued)

State	Classification Scheme	Catalog Code	Subject Headings	Cards for Documents in Public Catalog	Separate Documents Catalog
Rhode Island	special scheme	Dewey (?)	Sears	yes - all	card selected ones
South Dakota	DDC	ALA/LC	Sears	selected ones	no
Texas	DDC	ALA/LC	---	selected ones	card
Virginia	L.C.	ALA/LC	L.C.	yes - all	no
Washington	DDC modified	ALA/LC	L.C.	yes - all	no
West Virginia	special location scheme	ALA/LC	---	selected ones	no
Wisconsin	special scheme	ALA/LC	L.C.	selected ones	no
Wyoming	special scheme	ALA/LC	special	selected ones	card

Appendix V

STATE OF SOUTH DAKOTA

DEPARTMENT OF ADMINISTRATION

RICHARD F. KNEIP
GOVERNOR

STATE CAPITOL
PIERRE 57501

DIVISION OF PURCHASING & PRINTING

PUBLIC PRINTING IN SOUTH DAKOTA

September 1971 - August 1972

Division of Purchasing and Printing			
Scheduled Letting		130,154	
Emergency Letting		102,619	
Contracts		351,744	
	Sub-Total	584,517	
Out-of-State--Highway brochures-maps Inspection-Game, Fish, and Parks Stickers		(141,036)	584,517
In House Plants			
Central Duplicating (income)		141,725	726,242
	Less Xerox	32,400	
South Dakota State University Print Lab Income		237,266	963,508
University of South Dakota Media Center Income		100,130	1,063,638
	Less Copiers	30,000	
Black Hills State College	(cost)	35,000	1,098,638
Northern State College	(cost)	35,000	1,133,638
	Less copier	10,000	
University of South Dakota at Springfield	(Est. cost)	7,500	1,141,138
Dakota State College	(Est. cost)	12,000	1,153,138
Geological Survey	(Cost)	16,371	1,169,509
Crop Reporting Service	(Cost)	10,295	1,179,804
Military Affairs	(Cost)	9,480	1,189,284
Employment Security	(Cost)	33,400	1,222,684
	Less Copier	15,200	
South Dakota School of Mines and Technology	(Income)	17,500	1,240,184
	Less Copier	10,000	

Appendix V (continued)

Department of Highways	(Cost)	115,000	1,355,184
	Less Copier	45,000	
Penitentiary	(Est. Cost)	2,000	1,357,184
Redfield State Hospital	(Est. Cost)	12,500	1,369,684
	Less Copiers	10,000	
Yankton State Hospital	(Copier)	1,500	1,371,184
Department of Public Instruction			
	(Cost)	60,670	1,431,854
	Less Copier	10,320	
Welfare	(Est. Cost)	26,500	1,458,354
	Less Copier	16,500	
Department of Health	(Copier)	9,600	1,467,954
Game, Fish and Parks	(Copier)	2,700	1,470,654
Library	(Cost)	20,000	1,490,654
	Less Copier	18,000	1,508,654
School for the Deaf	(Educ. Est. Cost	11,500	1,520,154
Vocational Rehabilitation Located at Yankton State Hospital			
	Cost	11,995	1,514,149
Miscellaneous: All other copiers, mimeos spirit duplicators Etc.			100,000
Total Duplicating Cost All Methods			1,614,149
	Less Copiers		311,220
			$ 1,302,929